



**Montgomery County
Department of Permitting Services**

255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
Phone: 311 in Montgomery County or (240)777-0311
Fax: (240)777-6262
<http://www.montgomerycountymd.gov/permittingservices>



Sign Variance Application

A.FOR OFFICE USE ONLY

Date of Hearing _____	Case No. _____
Date of Notification to Interested Parties _____	Zone _____
Date of Notification to Applicant _____	Code Section _____
	Section/Subsection _____

B. Location of Project

House/Building Number: _____ Street: _____
Town/City: _____ Zip Code: _____
Lot: _____ Block: _____ Parcel: _____

C. Applicant Information

☐ Property Owner ☐ Agent ☐ Sign Installer
Name of Applicant: _____ Phone Number: _____
Address: _____
City: _____ State: _____ Zip Code: _____

D. Variance Request Description - (Attach Sheets if Space Provided is Not Sufficient)

E. Basis for Variance - (Attach Sheets if Space Provided is Not Sufficient)

F. Present Sign Description

Permit Number	Type of Sign:	Dimensions:	Allowable Sq.Ft:	Principal Wording:
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Original Signature of Legal Property Owner: _____



DPS

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Address: _____

D. Sign Review Board Actions

☐ Approved

☐ Denied

DATE: _____

Conditions for Approval or Denial:

Sign Review Board Members

_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____

Applicants or Interested Parties Present:

Print Name:

_____ Signature: _____ DATE: _____

Print Name:

_____ Signature: _____ DATE: _____

Print Name:

_____ Signature: _____ DATE: _____

Print Name:

_____ Signature: _____ DATE: _____

SIGNATURES ABOVE INDICATE THAT THEY UNDERSTAND THE STATEMENTS FOR APPROVAL OR DENIAL

NOTE: The Sign Review Board reserves the right to revoke any sign variance after finding that conditions of approval have not been met.

NOTE: Any decision by the Sign Review Board may, within 30 days, after the decision is rendered be appealed by any interested party or parties to the Board of Appeals.